



PROVIDE VIDEOS AND OTHER MEDIA FILES

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1. General

Image, audio and video files are used today in many forms, such as pronunciation examples, lecture notes, lecture videos, flipped classroom videos or teaching videos (e.g. recordings of experiments). In L²P, you can manage these types of files best in the media library. The type of media used for a file can be seen in the overview at the small icon in front of the preview image.

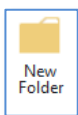


Fig. 1: Overview of the media library with three different media types

 = Video file  = Audio file  = Image file

Especially for videos it is worth saving the files in the media library. On the one hand, you can make videos available in a variety of ways (uploading, linking or embedding), and the videos can be played directly in L²P using an integrated media player.

2. Create folder



To make the various file types clearer, it is recommended to organize them in folders. The folders can be sorted according to the type of media, topic or event date, for example. To create a new folder, click on NEW FOLDER in the menu bar of the overview. Enter a name for the folder and confirm your entry with SAVE.

3. Upload Image files



To upload an image file, click on the lower part of the NEW DOCUMENT button in the ribbon and select the option IMAGE in the context menu (s. Fig. 3).

Fig. 2: Select file type

In the Upload dialog, navigate to the image on your hard disk that you want to upload (s. Fig. 3). If necessary, select a destination folder and confirm the operation by clicking on OK.

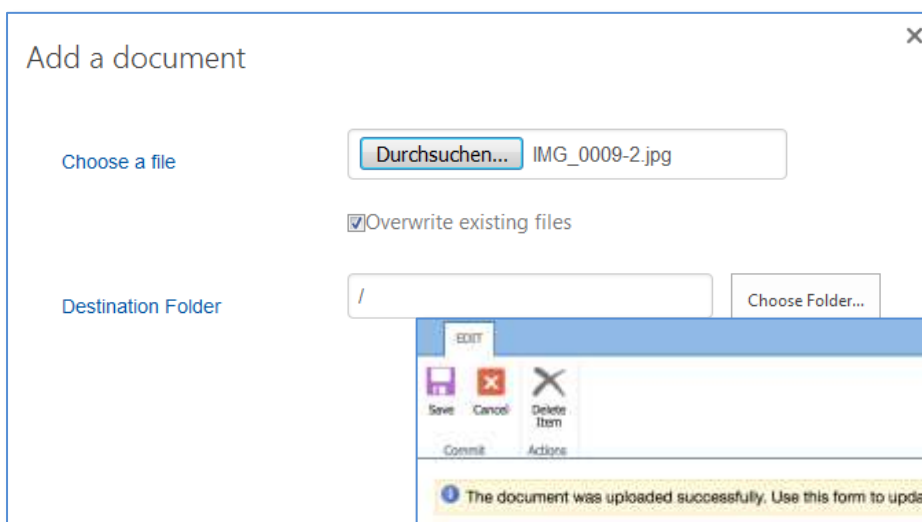


Fig. 3: Upload dialog

In the next step, you will see a page with the properties of the image (s. Fig. 4). Here you can add additional

information about the picture, for example a comment or information about the author and copyright.

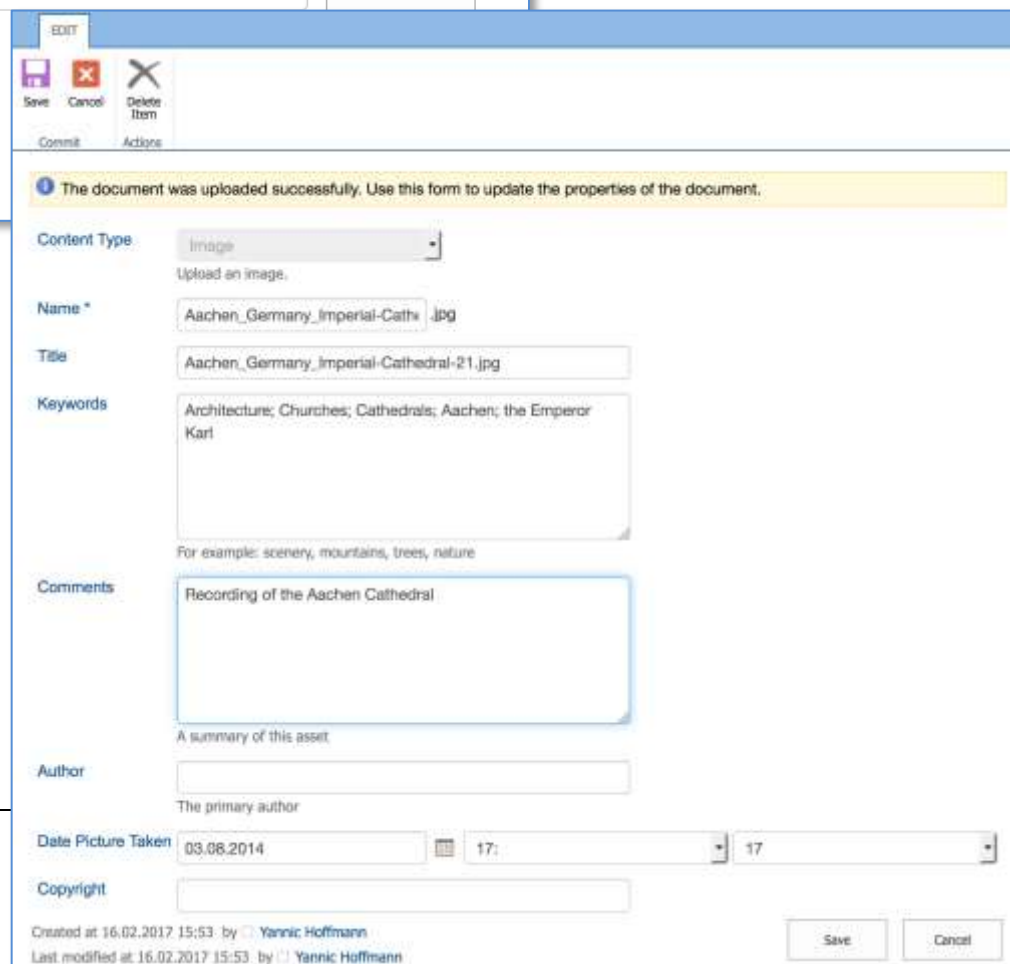


Fig. 4: File properties

Confirm your entries by clicking **SAVE**. You will then return to the overview where the file you just uploaded will be displayed.

4. Upload audio files

Uploading an audio file works in the same way as uploading an image. Click the lower part of the **NEW DOCUMENT** button on the ribbon and select **AUDIO** from the context menu (s. Fig. 2). In the Upload dialog, navigate to the audio file on your hard disk that you want to upload. If necessary, select a destination folder and confirm the process by clicking on **Ok**.

You can also add additional information such as name, title, keywords, author, comments as well as a thumbnail to an audio file.

5. Provide video files

Unlike video and audio files that can be uploaded only in L²P, you have several options for uploading, linking, and embedding video files. Because of the limited space available in L²P (4 GB, expandable to max. 10 GB), the size limit for individual files (max. 250 MB) and the not for all devices optimal playback options (Silverlight required), embedding is a good option to make Videos as easy to use as possible.

To provide a video, click the lower part of the **NEW DOCUMENT** button on the ribbon and select **Video** from the context menu (s. Fig. 2). You then have three options for making a file available (s. Fig. 5):

1. Upload a video from my computer
2. Provide a link to a video or
3. Provide code to embed a video from the web.

To create a new video, choose an option below:

- Upload a video from my computer
- Provide a link to a video
- Provide code to embed a video from the web

Fig. 5: Options to provide a video

5.1. Upload video files

To upload a video, select **UPLOAD A VIDEO FROM MY COMPUTER** and navigate to the desired file on your hard drive by selecting **SEARCH**. Please note that the maximum file size is 250 MB. Click **Ok** to start the upload.

After the video has been uploaded, you can also edit the properties here, for example, to change the name, add a description or a preview image.

Note

You can make it easier for your students to download or embed a video when you select the two options **SHOW DOWNLOAD LINK** and **SHOW EMBED-LINK**. When the video is called, the link is then displayed on the page with the player. If you do not select the option, the students can still download the video using **RIGHT-CLICK → SAVE TARGET AS** under most browsers, depending on the file format. It is not possible to block the download of videos you uploaded.

This video's thumbnail

Capture thumbnail from video
 Use a picture from my computer

Keine Datei ausgewählt.

Use a picture from a web address

▸ This video's renditions

Video Properties

Content Type Video
 Upload or link to a video.

Name * Bubble-sort with Hungarian folk dance

Description Interesting and illustrative depiction of the bubble-sort method by means of a folk dance.
 A summary of the Video

Owner Yannic Hoffmann x
 The owner of the Video

Show Download Link
 Specifies whether a button appears on the video player page that allows the user to download the video being played.

Show Embed Link
 Specifies whether a button appears on the video player that allows the user to get an embed code for the video being played.

Created at 17.02.2017 17:24 by Yannic Hoffmann
 Last modified at 17.02.2017 17:24 by Yannic Hoffmann

Fig. 6: Video features

Click SAVE to confirm the changes to the properties and return to the overview.

5.2. Provide a link to a video

The Video AG of the Fachschaft 1/I as a service creates lecture recordings and provides these on a separate server. The videos stored here can be linked into L²P to be available and playable at this central location. Via the same model, they can also include videos from other servers as links in L²P.

To provide a link to a video, select the appropriate option at the top (see provide video files and Fig. 5). Then copy the link (URL) of the video and paste the link in the field provided. Click OK to close the process.

You can then edit the video properties in the same way as an uploaded video. Confirm your changes by clicking SAVE.

5.3. Embed a video file

Another alternative is to embed videos from streaming services like YouTube or Vimeo. If you want to enable the videos in the media library player on as many devices as possible, this option is recommended.

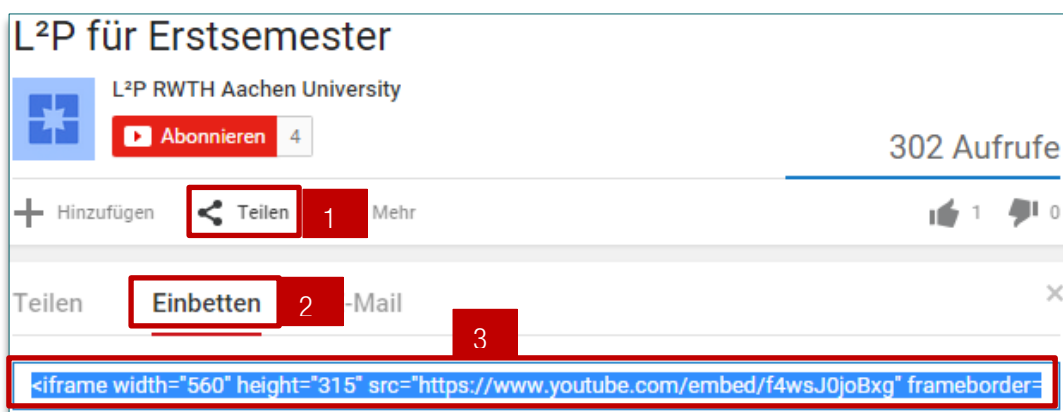
Select the option PROVIDE CODE TO EMBED VIDEO FROM THE WEB for embedding under the above options (s. Provide Video and Fig. 5). In the next step, enter the name of the video you want to display and insert the embed code.

Note

The embedding code is not synonymous with the link to the video file, the URL in the address field. We'll show you an example from YouTube and how to find the embed code.

5.3.1. For example, embed YouTube video file

Open the video you want to embed in L²P, and then click SHARE (TEILEN) (Fig. 7, Step 1) below the player, then right below it click on EMBED (EINBETTEN) (s. Fig. 7, Step 2). The line below shows the embed code, starting with `<iframe` and ending with `</iframe>` (Fig. 7, step 3).



• Provide code to embed a video from the web

Type the name of your video:

L²P for first-year students

Paste code to embed a video from the web:

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/Z2Lf6J-agKo" frameborder="0" allowfullscreen></iframe>
```

Preview OK Cancel

Fig. 8: Paste code to embed a video

After confirming with OK, the video is included. In the following window, you can edit the properties of the video again. The SHOW DOWNLOADLINK and SHOW EMBED LINK options have no effect on embedded videos.

6. Upload files by drag & drop

You can also upload multiple files at the same time by dragging and dropping them into the MEDIA LIBRARY. You can also mix the data types. However, you cannot use the linking and embedding function for videos. This is only possible via the dialogues described above.

Uploading via drag & drop works in the same way as uploading documents in the learning materials: Open the MEDIA LIBRARY and in a second, smaller window the location of the desired files (for example, Windows Explorer or Mac Finder). Select the desired files and drag them into the overview of the MEDIA LIBRARY with the left mouse button. As soon as the display shows DROP HERE in a blue-framed box (s. Fig. 9), you can release the left mouse button. The files are now uploaded.

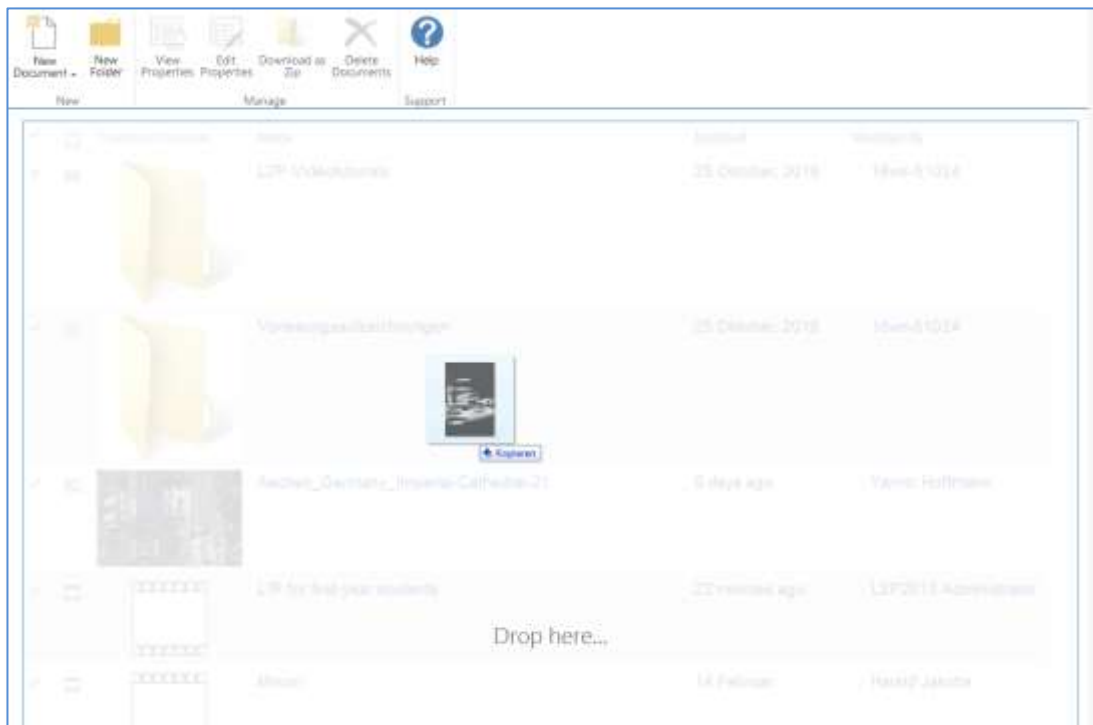


Fig. 9: Upload files by Drag & Drop